

**CONFIDENTIAL**

(CLASSIFICATION)

Executive Registry

63-8025

# OFFICE OF THE DIRECTOR

Action Memorandum No. A-303

Date 23 October 1963

TO : Deputy Director/Intelligence  
Deputy Director/Plans  
Deputy Director/Science and Technology  
Deputy Director/Support

Comptroller  
General Balmer  
D/NIPE  
General Counsel

SUBJECT : The Establishment of a Centralized Record of All Inter-Agency Meetings at Which Agency Personnel are Represented

REFERENCE:

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1. It is important that we possess a centralized record of the various inter-Agency meetings that Agency personnel attend. This will provide a means to establish a clearing house for seeing that there is no duplication in our attendance at these meetings; it will also provide a means to make certain that Agency representation at these meetings serves all Agency interests as effectively as possible.

2. In this connection I would appreciate your office providing by 14 November the following information on each meeting attended by personnel of your component:

- The name and purpose of each meeting.
- Who chairs it.
- Where it meets and the time and frequency of each meeting.
- A brief description of the type of business discussed.
- Who from your component attends this meeting.
- Are Agency personnel from components other than yours present at these meetings? If so, who?

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SUSPENSE DATE:

14 NOV 1963

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downgrading and  
declassification

g. Is any business taken up that affects Agency components other than your own? If so, do you have an agreement to represent that Agency component at the meeting?

h. Are minutes of the meeting kept?

3. It is not necessary, of course, to mention ad hoc meetings or irregular and informal meetings between desk chiefs, etc. What I do have in mind are: task forces, panels, seminars and agency meetings (other than CIA) which CIA officers attend.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick  
Executive Director

cc: DCF  
DDCI

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O/ExecDir:

Copy Addressees

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1 - Executive Director

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Executive Registry

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**MEMORANDUM FOR:** Executive Director

**SUBJECT:** The Establishment of a Centralized Record of All Inter-Agency Meetings at Which Agency Personnel are Represented

**REFERENCE:** A-303, dated 23 October 1963, same subject

1. As requested in reference, there is attached information on inter-Agency meetings (to include certain Panels) attended by personnel of the DD/S&T. Each meeting is treated separately with the data given in the order listed in reference. Meetings are grouped under the following four major headings:

- A. Meetings sponsored and/or chaired by CIA.
- B. Meetings sponsored and/or chaired by Department of Defense.
- C. Meetings sponsored and/or chaired by other Government agencies.
- D. Panels.

2. We have omitted participation on USIB Committees, as this participation does not appear to fall within the scope of the definition.

Signature: John F. Blake

JOHN F. BLAKE  
Executive Officer  
Deputy Director  
(Science and Technology)

**Attachments:**  
As stated

**Distribution:**

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Missiles and Space Working Group (DIA)

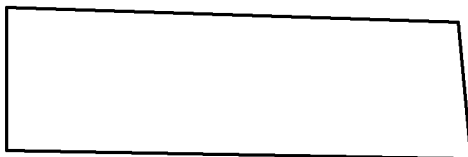
a. Missiles and Space Working Group (DIA). Held to enable analysts to discuss, on an informal basis, topics and problems of current interest. No official position is taken.

b. Usually chaired by [redacted]  
of DIAAP-IFI. [redacted] as Secretary.

c. Meetings are held at 1300 hours on the second Tuesday of every month in "B" Building at Arlington Hall Station.

d. Topics associated with developments in Soviet missile and space operations, including range activity, deployment, production, communications, and flight activity are discussed.

e. The following members of Test Range and Support Branch/BMSD/OSI attend the meetings:



f. Yes, Military Division of ORR, the DDP, and CIA component of NPIC. Names of the individuals are not known.

g. Yes. There is no agreement to represent other components.

h. Minutes of topics discussed at each meeting are produced and sent to individuals who have attended the meeting. Two copies of the minutes are sent each month to TRSB.

Petroleum, Oil and Lubricants Informal  
Technical Information Conference

a. Petroleum, Oil and Lubricants Informal Technical Information Conference. Meets to discuss and exchange, on an informal basis, information on all aspects of Soviet and Sov-Bloc petroleum, oil, and lubricants.

b. Air Force.

c. Time and place of meetings determined on ad hoc basis.

d. As in a. above.

g. No business is discussed that affects Agency components other than OSI and OMA. There is no agreement on representation.

h. Minutes of the meetings are not kept.

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**INTERDEPARTMENTAL CONTINGENCY PLANNING COMMITTEE**

a. The purpose of this committee is to review and approve contingency and cover plans for reconnaissance activities, both manned and unmanned, over denied territory.

b. Chairman: Undersecretary of the Air Force  
(DNRO): Dr. Brockway McMillan

c. Meets in the Undersecretary's office aperiodically; usually bi-monthly frequency.

d. See para a above.

e. Col. Jack Ledford, AD/OSA



f. No other Agency personnel attend.

g. Generally, no business is taken up which directly affects Agency components other than OSA.

h. Minutes of the meeting are not kept; the product establishes the record.



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Inter-Agency Committee on Automatic  
Data Processing

- a. Inter-Agency Committee on Automatic Data Processing; sponsored by Bureau of Budget as a medium of ADP information exchange among 45 Government agencies.
- b. Chaired by Mr. William Gill, BOB.
- c. Meetings are held monthly in BOB designated place, usually in Executive Office Building.
- d. Same as a. above.
- e.
- f. No.
- g. Yes. Pertinent information and copies of papers that are discussed are passed on to appropriate components in the Agency.
- h. Yes.

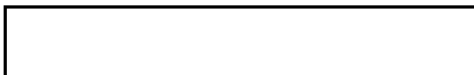
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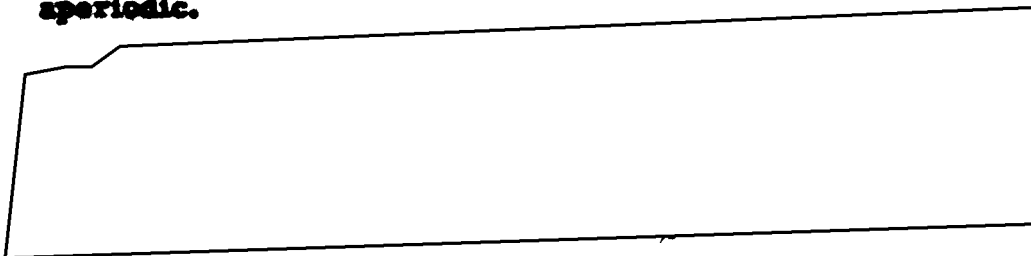
**a. Telemetry Engineering Committee**

**b.**



**c. Meets at various locations and meetings are aperiodic.**

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**f. No representation from other components.**

**g. No business affects other Agency components.**

**h. Minutes are kept.**

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Interdepartmental Committee on Nutrition for National Defense

a. The Interdepartmental Committee on Nutrition for National Defense (ICNND) was established in 1955 by memorandum of agreement signed by the Departments of State, Defense, Agriculture, Health-Education-and-Welfare and the Agency for International Development (formerly ICA). The Atomic Energy Commission later became a participant. Close liaison is maintained with Food For Peace, United Nations agencies and the National Research Council. The Committee conducts an international multidisciplinary program aimed at improving the nutritional status of peoples in developing countries throughout the world. A permanent panel of 23 specialists in nutrition, medicine, biochemistry, food technology and agriculture, advises the Committee, reviews all survey reports and other publications, and assists in preparing guidelines for nutrition surveys and follow-up activities.

b. (1) Chairman: Dr. Shirley C. Fisk, Department of Defense, Deputy Assistant Secretary, (Health and Medical).

(2) Acting Chairman: Executive Secretary, Dr. Arnold E. Schaefer, NIH, National Institute of Arthritis and Metabolic Diseases.

c. Meetings are convened at irregular intervals, approximately once every two months, as dictated by committee business or timeliness of a problem. Meetings take place regularly at the "Stone House," National Institutes of Health, in Bethesda. Occasionally a meeting of major importance is held close to the Office of Chairman Dr. Shirley Fisk in the Pentagon (usually Conference Room 3E869).

d. Committee meeting agenda include consideration of nutrition survey programs to be conducted in selected countries, selection of countries to be surveyed, selection of survey team personnel, direct and associated research in nutrition, publication of reports on completed surveys, consideration of budget, presentation of substantive and background briefing to committee members and survey teams by experts on geographical areas to be surveyed.

**Interdepartmental Committee on Nutrition for National Defense**  
**(Continued)**

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f. No.

g. No.

h. Minutes of the meeting are kept by the Executive Secretary,  
Dr. Schaefer, NIH, NLAMD.

**COMMITTEE ON OUTER SPACE**

a. This committee was established to provide broad guidance to the U. S. representatives (Ambassador Plympton) to the U. N. Committee on the Peaceful Uses of Outer Space. Representation includes: DOD, FAA, NASA, USIA, FCC, USWB, ACDA, CIA, and STATE.

b. Chairman: Assistant Secretary of State for International Affairs (Mr. Harlan Cleveland).

c. Meets aperiodically as required; usually prior to sessions of the U. N. Committee on Outer Space or convening of U. N. National Assembly.

d. This committee formulates U. S. policy and provides guidance to the U. S. representatives on the U. N. Committee on Peaceful Uses of Outer Space, as well as to the Ambassador to the U. N., on all matters relating to international agreements with regard to outer space. The majority of the members do not possess C, A, or KH clearances. The primary purpose of CIA representation on the committee is to forestall the adoption of any policies, inadvertently proposed, which would inhibit or impair intelligence collection programs, to the detriment of national security interests.

e. Primary member: Dr. Albert Wheelon, DD/S&T

Alternate member:

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f. No other Agency personnel are present at these meetings.

g. Business transacted at these meetings could directly affect other Agency components, particularly DDI. Coordination is effected as required.

h. Minutes of meetings are not kept. Position papers as agreed reflect deliberations of the committee.

**COMMITTEE TO ESTABLISH NATIONAL POLICY**  
**ON SATELLITE RECONNAISSANCE**

- a. This committee was established by direction of the National Security Council for the purpose described in the title.
- b. Chairman: The Deputy Undersecretary of State for Political Affairs; Mr. C. Alexis Johnson.
- c. Meets aperiodically as required, in the office of the Under-secretary.
- d. The committee is primarily concerned with establishing a national policy which will insure the security of our satellite reconnaissance program, devise ways and means of establishing, to the degree possible, a favorable international atmosphere with regard to satellite reconnaissance, and to formulate guidance to our U. N. delegates on policy positions concerning reconnaissance.
- e. Primary member: Dr. Albert Wheelon , DD/S&T  
Alternate member:
- f. No other Agency personnel normally attend these meetings.
- g. The deliberations of this committee directly affect the major components of the Agency, particularly DDI. All Agency positions are carefully coordinated prior to presentation before the committee.
- h. Minutes of meetings are not kept. The coordination position papers resulting from the meetings reflect the deliberations of the group.

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**Hyland Panel**

a. Hyland Panel. To provide advice and recommendations to USIB.

b. Dr. Lawrence Hyland, Hughes Aircraft.

c. Panel usually meets in CIA headquarters building for period of 1-3 days. The panel has met on nearly an annual basis, at request of Chairman, USIB.

d. The panel normally has specific questions on which their advice is solicited. To meet these requirements the panel is presented with series of pertinent briefings, meets in executive session thereon, and formulates its recommendations.

e.  has acted as Secretary.

f. Meetings are attended by and presentations given by various Agency personnel (OSI, ORR in particular) as well as other USIB Agency representatives.

g. See d. above - all USIB actions on missile and space items have at least an indirect bearing on numerous agency components.

h. At least an informal recording of the proceedings is made.

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Strategic Weapons Panel

a. DOD, Strategic Weapons Panel. To provide advice and make recommendations to DDP&E, DOD.

b. Panel has been chaired by Dr. Charles Townes, MIT, who recently resigned. A new chairman has not yet been designated.

c. Panel meets in either the Pentagon or at designated locales throughout the U.S. depending upon subject matter for meeting. Meetings normally run from two to three days. The Panel meets about quarterly.

d. The panel normally has specific questions on which their advice is solicited. In order to meet these requirements the panel is presented with series of pertinent briefings, meets in executive session thereon, and formulates its recommendations.

25X1 e.  Chief, OSI/EMSD, is the only CIA representative.

f. No.

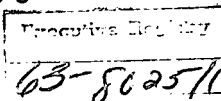
25X1 g. Yes. The panel frequently requests advice regarding Soviet missile and space capabilities. Response thereto is primarily within the scope of OSI but occasionally involves overall assessments encompassing O&A activities. As CIA member of GMAIC  is usually conversant on all of these questions.

h. No. The only report is one that the panel makes to the DDP&E on the Panel's specific recommendations.

Webster Panel

- a. Webster Panel. To review estimates on the Soviet Nuclear Energy Program.
- b. Mr. William Webster, consultant
- c. CIA - once a year. Panel members come in individually several times a year to review material.
- d. Presentations regarding the Soviet atomic energy estimate.
- e.   
ABCD analysts
- f. Representatives from OHR, ONE, and OCI
- g. No
- h. No

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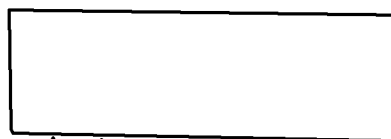


MEMORANDUM FOR: Executive Director

SUBJECT : Inter-Agency Meetings

REFERENCE : Action Memorandum No. A-303  
dtd 23 Oct 63

In response to reference memorandum, the Office of the Comptroller does not have any scheduled Inter-Agency meetings at which Agency personnel are represented.



Acting Comptroller

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EXECUTIVE REGISTRY FILE W/AM "A-303"

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**SECRET**

4 DEC 1963

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**MEMORANDUM FOR: Assistant Director, OCR****VIA : Deputy Director/Intelligence****SUBJECT : The Establishment of a Centralized Record of All Inter-agency Meetings at Which Agency Personnel are Requested**

1. Attached are copies of all the responses to Action Memorandum 303 which requested that each Agency component provide data on inter-agency meetings attended by officers from their components. I'm requesting that your office develop the information attached so that we will have a centralized record of all inter-agency meetings. We should then be able to retrieve any details on these meetings quickly under several categories, possibly under the headings in paragraph 2 of Action Memorandum 303.

2. I suggest that we break down the various inter-agency meetings at which we are represented into three categories roughly as follows:

a. Those meetings at which one Agency component has a very specialized and local interest with no other component concerned.

b. Those inter-agency meetings in which there is interest in more than one Agency component but where there are no substantive policy matters discussed and the components are adequately represented under present arrangements.

c. Those inter-agency meetings which have importance for one or more of the Directorates and where the subjects discussed at the meetings concern matters of policy and are consequently of interest to the Director, the Deputy Director and the Executive Director.

3. I would like you to provide for the Office of the Director by 16 December a listing of all inter-agency meetings attended by Agency representatives broken down by category per paragraph 2 with data sheets for the third (2c) category attached giving detailed information. This of course will be in addition to the full data you will keep in OCR.

**SECRET**

4. Since the attached material is being passed on to you in raw form, there may be duplication (where the representatives of more than one Agency component attend a meeting) or omissions. There is inadequate data on some of the attached papers, and I expect you to fill in these gaps.

(signed) Lyman B. Kirkpatrick

**Lyman B. Kirkpatrick**  
**Executive Director**

cc: DD/P w/att.  
DD/ST w/o att.  
DD/S w/o att.

25X1 O/ExecDir: [ ] (29 Nov 63)

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